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ABSTRACT

This glossary was compiled to provide reference material for participants at Hawaii's Second Governor's Conference on Library and Information Services and is especially useful to those individuals not familiar with the terminology of the library and information sciences. Entries consist of 194 names, acronyms, and other terms which are arranged in a single alphabet and briefly defined. Terms for the glossary were selected by a task force on the basis of an outline of topics to be discussed at the conference. (Author/JPF)

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CONFERENCE GLOSSARY

Prepared for the

Second Governor's Conference

on

Library and Information Services

Honolulu, Hawaii

June 11-13, 1978

by the

Task Force on Information Resources

Special and Reference Section

Hawaii Library Association

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Wil Frost

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This Conference Glossary has been compiled at the request of the Program Subcommittee of the Second Governor's Conference on Library and Information Services for the purpose of providing reference material for conference participants, especially those not familiar with the terminology of the library and information sciences.

The Task Force has selected terms for the glossary, based on the outline of topics to be discussed, that it felt would most likely be used during the conference proceedings. Naturally, discussion leaders and participants may use names, acronyms, and other terminology not included here; the Task Force can only hope that the glossary is sufficiently complete to be helpful.

Definitions for terms have been gathered and adapted from many sources. Two publications that have proved especially useful are Joseph Becker's The First Book of Information Science (Washington, D.C.: GPO, 1975) and the National Commission on Libraries and Information Science publication, Toward a National Program for Library and Information Services: Goals for Action (Washington, D.C.: GPO, 1975).

AACR (Anglo-American Cataloging Rules)

The internationally coordinated and accepted set of rules for describing books and other library materials, especially as recorded in library card catalogs.

Academic Library

A library affiliated with an institution of post-secondary learning, e.g., a college or university library.

Acculturation

Acquisition of the traits of another culture by an individual or group.

ALA (American Library Association)

The major national association of individuals and groups interested in promoting the use of libraries.

Amigos Bibliographic Council

A network of seventy academic and public libraries in Arkansas, Arizona, New Mexico, Oklahoma, and Texas for resource sharing and shared cataloging using OCLC and other data bases.

ARL (Association of Research Libraries)

A national organization concerned with solving the fundamental problems of large research libraries; presently has 105-member academic, public, and special libraries.

Assimilation

Mutual cultural diffusion through which persons or groups from diverse cultures come to share a common culture.

Audiovisual Materials

Library materials such as films, filmstrips, audiotapes, slides, records, pictures, videotapes, etc., which communicate information through sound or sight. Also called Non-print or Non-book materials.

Automatic Indexing

Computer scanning of document texts to determine subject content using word frequency and other syntactical relationships.

Automation

Automatically controlled operation of a system by mechanical or electronic means.

BALLOTS (Bibliographic Automation of Large Library Operations Using a Time-sharing System)

An automated system for acquisition and cataloging of library materials including information retrieval capabilities for reference service; serves fifty-member libraries.

BARC (Bay Area Reference Center)

A reference service network centered at the San Francisco Public Library which answers reference questions and coordinates continuing education programs for librarians.

Batch Processing

Processing of data after a number of similar input items have been accumulated and grouped together.

BCR (Bibliographic Center for Research)

A network headquartered at the Denver Public Library, which supplies member libraries with access to computerized bibliographic services such as OCLC; also provides information retrieval and interlibrary loan services.

Bibliographic Control

The uniform identification of items of recorded information in various media and the availability of a mechanism for gaining subsequent access to such information.

Bibliography

A complete or selected list of print or non-print materials on a particular subject or by a particular author.

BIBLIOS

The computerized acquisition and cataloging system used by the Hawaii State Library System.

Bilingual

1) Ability to speak one's native language and another with approximately equal facility.

2) Spoken or written in two languages.

Bilingual Education

Use of the bilingual pupil's mother tongue as one of the languages used in classroom instruction.

Bilingualism

Habitual use of two languages.

Binary Number System

A mathematical method for representing information using only two symbols--a "0" and a "1".

Bit

A contraction of "binary digit," a bit is the smallest unit of information in a binary system. It is the choice between two possible states, usually designated "0" and "1".

Book

Used generically to mean any type of printed library material including books, periodicals, pamphlets, etc.

Book Catalog

A catalog produced in book form; synonymous with Printed Catalog.

Byte

A sequence of adjacent binary digits operated upon as a unit, usually shorter than a computer word.

Cartridge

A self-contained unit of film or tape which operates without threading through sprocket bearings, rollers, or apertures.

Cassette

A tape cartridge of a miniature size.

Catalog

A list of books or other materials arranged according to some definite plan; distinguished from a bibliography in that it records the holdings of a specific collection, library, or group of libraries (union catalog).

Cataloging in Publication (CIP)

AACR bibliographic data describing a book printed on the back of its title page.

CATV (Cable Television)

The reception of long distance television programs retransmitted to local television sets over underground coaxial cables.

Centralized Cataloging

The preparation of catalog records at one place for a number of libraries within a system.

Children (Juveniles)

Persons under fourteen (14) years of age, from pre-school through grade eight (8).

Children's Book (Juvenile Book)

Any book a child can read, generally excluding textbooks.

Children's Collection in a Public Library

The juvenile collection in a public library conveys cultural traditions to children in the context of non-formal education. It is selected for quality content in materials for children and generally reflects the ethnic composition of the community.

Children's Librarian

A librarian assigned to work with children in a public library. Responsible for the selection, organization, and administration of the juvenile collection. Plans and develops a library program of services for children.

Children's Literature

A body of literature, extending beyond books written for children, which children throughout all ages have taken as their own; comprises the same literary forms as adult literature.

Children's Programs

Programs initiated by children's librarians to stimulate and enrich the child's use of library resources. The programs are directed toward the whole community, and may be storyhours, puppet shows, arts and crafts, music, film programs, etc.

Circulation

The movement of borrowed materials in and out of a library using manual or automated records keeping systems.

CLASS (California Library Authority for Systems and Services)

An association of academic and public libraries coordinating automation projects, such as the production of computerized union lists of books in California libraries.

Classification

A systematic scheme for arranging books on library shelves. The two most common systems in use in the United States are the Dewey Decimal, used primarily in public libraries, and the Library of Congress classifications.

Classroom Library

A miscellaneous collection of books and other materials in a classroom, selected at random and provided for the immediate learning enrichment of students in that class. Also called Reading Collection or Library Corner.

Clearinghouse

An organization that collects, indexes, and disseminates information and documents in a particular field.

CLEP (College Level Examination Program)

A national independent study program enabling people to earn college credits without attending classes.

CLR (Council on Library Resources)

Supported by the Ford Foundation, provides funds for the solution of academic and research library problems. Special areas of concern include, among others, automation, national library services, and interlibrary cooperation.

CLSI (Computer Library Services, Inc., now called CL Systems, Inc.)

A producer of automated systems for libraries, especially circulation control systems.

COM (Computer Output Microform)

The transfer of information from a computer to a microform format, usually microfiche or microfilm, through an intermediate photographic device.

Computer

An electronic machine capable of processing numbers and letters of the alphabet for many different purposes.

Computer Program

A sequence of instructions that cause a computer to complete a desired task.

Consortium

A formal association of libraries and other organizations having the same or interrelated service or processing objectives.

Constituency of Information Service

A particular user group with specialized requirements for library and information services.

Cooperative Acquisition

A policy adopted by two or more libraries by which duplicate purchase of certain expensive or specialized materials is avoided.

Cooperative Cataloging

A policy adopted by two or more libraries by which catalog data entries produced by one library are used by another and vice versa.

Copyright

The exclusive right granted by law to reproduce, publish, and sell copies of a literary, musical, or artistic work for a specified number of years.

CRL (Center for Research Libraries)

Located in Chicago, houses little used research materials acquired by gift and deposit from member libraries and purchases materials for cooperative use through interlibrary loan.

CRT (Cathode Ray Tube)

An electronic vacuum tube, similar to a television picture tube, used for displaying computer data in words, numerals, or graphs and diagrams.

Cultural Pluralism

The coexistence of several different culture groups in a common society.

Culture of Poverty

The way of life of those people at the bottom of the socio-economic scale. Remarkably stable and persistent, it is passed down from generation to generation along family lines.

Data

A term for facts, numbers, letters, or symbols describing an object, idea, situation, etc.

Data Base

File of bibliographic or other information recorded on magnetic tape or disk for computer processing.

Data Processing

The systematic manipulation of data by a machine resulting in a desired arrangement of information.

Dialog

A commercial on-line bibliographic data retrieval system offering fifty (50) data bases (5/3/78) with information on periodical articles, monographs, and other research documents in various subject fields.

Disadvantaged Persons

Persons who require specially designed library services as a result of educational, socio-economic, cultural, or other inequities.

Disk Storage

Storage of computer data on removable direct access devices in which the data is recorded magnetically on rotating disks.

Documentation Center

An organization that selects, acquires, stores, and retrieves, and also announces, abstracts, indexes, and disseminates documents according to specific subject requirements.

Equal Access

The State's responsibility to make all library information and resources available to all persons, including the handicapped.

Facsimile

The electronic transmission of an exact duplicate of a page, a graphic, or a film image.

Fair Use Doctrine

The principle embodied in the copyright statutes which allows libraries, archives, and educational institutions to make a limited number of copies of copyrighted materials for educational or research use.

Federal

Synonymous with the United States Government.

Federal Agency

A component of government in the Executive or Legislative Branch of the Federal establishment.

File

A group of records, each having related content and a common format, e.g., a computerized library catalog.

Floppy Disk (Diskette)

A thin, flexible magnetic disk and a semi-rigid protective jacket in which the disk is permanently enclosed; used in computers to store data.

GED (General Educational Development)

A high school equivalency examination used primarily to appraise the educational development of adults who have not completed a formal high school education.

Hardcopy

A paper printout of the result of a computer operation (computation), as opposed to a transient display of data on a CRT.

Hardware

The physical equipment in a data processing or other machine system, as contrasted with software.

Hawaii State Library System

The statewide network of public libraries centrally administered by the State Department of Education through the Office of Library Services.

HINOP (Health Information Network of the Pacific)

A now defunct interlibrary loan network which provided health-related library materials to members throughout the Pacific region. Produced the Pacific Area Union List of Medical Serials (PAULMS).

HLA (Hawaii Library Association)

The statewide association of librarians and other individuals and organizations interested in furthering the cause of librarianship in the State of Hawaii.

Hologram

A recording of information in three dimensions using a coherent light source (laser).

ILL

(See Interlibrary Loan)

Immigrants

Nonresident aliens admitted to the United States for permanent residence for one year or longer.

Information

Includes facts and other recorded knowledge found in books, periodicals, newspapers, reports, audiovisual formats, magnetic tapes, data banks (bases), and other recording media.

Information and Referral Service

Facilitates the public's access to human services by disseminating information on community resources, referring clients to public and private assistance agencies, providing counseling services, etc. Also known as Neighborhood Information Center.

Information Book

Children's fact-book, or a book which conveys factual information; written more to entertain than instruct.

Information Center

A library or other facility that emphasizes the analysis, evaluation, and synthesis of information.

Information Policy

All definitions have in common that the term refers to the policies which govern the way information affects our society, as seen from various perspectives.

Information Processing

Data processing performed to increase the value or significance of information conveyed by data.

Information Retrieval

The methods and procedures for recovering specific information from stored data.

Information Technology

Refers to the application of computers, telecommunications, micrographics, audiovisuals, and other equipment, techniques, and materials for making information available to people.

Input

The process of entering information into a computer and especially into its memory.

Institutional Library Services

Materials and services for penal institutions, reformatories, training schools, hospitals, orphanages, etc., operated by or substantially supported by the State.

Instructional Materials Center

A physical unit which includes educational materials in many different print and non-print forms. It may serve as a school library or as a separate resource center.

Interface

The area or mechanism of contact and interaction between any two systems, subsystems, or organizations. An interface may be technical (e.g., electronic) or administrative.

Interlibrary Cooperation

Informal agreements among libraries to participate in specific processes or services for mutual benefit.

Interlibrary Loan (ILL)

A cooperative arrangement among libraries by which one library may borrow materials from another library.

Interstate Compact

A contract between two or more states which creates obligations and rights capable of being enforced and accepted as such by the members; a form of agreement among states by which contractual networks are formed.

ISBN (International Standard Book Number)

Internationally recognized unique identification number for a book; used primarily for ordering books from publishers.

Keyword

A significant word in a data base entry which can be used to recall the entry on demand.

KWIC (Keyword-in-Context)

A listing, usually of document titles, with significant words (keywords) alphabetically arranged in a vertical column.

Language Processing

The use of computer programs to manipulate words and ideas for functional purposes.

Laser

A tightly packed, narrow beam of light formed by the emission of high energy molecules. Used to produce holograms. Facilitates storage of three-dimensional information in microscopic form on film; also facilitates the retrieval of information from videodisks.

LC (Library of Congress)

The largest library in the United States, located in Washington, D.C. In addition to serving the needs of Congress, functions as a national library providing cataloging, reference, and other services to libraries throughout the world.

Learning Resource Center

A comprehensive physical unit in which a total learning resource environment is provided. Includes in one location a complete library resource collection and audiovisual technology support services for the teaching/learning process. Also called Learning Center and Resource Center.

Librarian

Specialist in the organization, management, and utilization of recorded information.

Library

An institution where diverse information is stored, systematically organized, and where services are provided to facilitate its use. It may contain books, films, magazines, maps, manuscripts, microfilms, audiovisual materials, tape recordings, computer tapes, etc. It also provides information services to requesters from its own and outside resources.

Library Automation

Application of computers and other technology to library operations and services.

Library Skills

An educational concept for the ability to use a library and library materials. Library skills are taught in most libraries, usually on a librarian-user basis, according to individual need.

Lifelong Learning

Learning from the beginning of life until its end. It is an all encompassing approach to education which includes, but is not limited to, formal and informal education, earning a living, learning moral and spiritual values, and appreciating art, literature, and music. Also referred to as Continuing Education, a term which now generally means occupational or professional development.

Literature

1) The body of information available on a given topic, as in "the sociological literature."

2) Humanistic discipline of literary excellence.

LSCA (Library Services and Construction Act)

A federal grant program which requires state matching funds. There are four titles under the act, including 1) Library Services, 2) Public Library Construction, 3) Interlibrary cooperation, and 4) Older Readers Services. LSCA programs in Hawaii are administered by the Office of Library Services.

Machine-Readable

Information in a form such as punched holes or magnetic codes that can be processed directly by computers and other machines.

MARC (Machine-Readable Cataloging)

A communication format for the transmission of machine-readable catalog data developed at the Library of Congress; distributed to subscribers on magnetic tape.

Media Specialist

A person trained in media technology and use of multi-media resources, such as films, audiotapes, graphics, etc., who relates these to the school curricula to further the teaching/learning process and communication skills.

MEDLINE

Computerized bibliographic retrieval system for journal article references in the health sciences; administered by the National Library of Medicine.

Memory, Computer

An automated device that stores information for later recall.

Microforms

Greatly reduced images of printed pages copied on photographic film which can be enlarged for reading on special projection machines. Microfilm refers to roll film; microfiche to sheet film.

Microprocessors (Microcomputers)

Originally a subclass of minicomputers dedicated to a single permanent task, now often defined as a single-chip computer and used as part of a terminal device that connects the user with a central computer.

Multiple Access

Simultaneous search of computer data files by two or more searchers.

Multistate Affiliations

Regional arrangement (by informal agreement, compact, or by contract) among states or state-wide agencies to pursue common library and information programs.

NAL (National Agricultural Library)

Provides bibliographic services to the Department of Agriculture and agricultural information users throughout the United States.

National

Refers to interests that transcend local, state, and regional concerns. The term is also used to refer to organizations whose operations embody or serve these broader interests.

National Bibliographic Center

A place where the basic record for each bibliographic item is created (or verified) and held to serve the full range of needs of libraries, information centers, abstracting and indexing services, and national and trade bibliographies.

National Lending Library

A central library, within a country, responsible for acquiring at least one copy of a prescribed class of material and making it available to other libraries by loan or photocopy service.

National Periodicals Clearinghouse

A centralized storehouse for periodicals (magazines, journals, sometimes newspapers) which augments individual library collections by providing photcopies of periodical articles on demand.

NCLIS (National Commission on Libraries and Information Science)

Federal commission developing plans for meeting national needs for library and information services and for coordinating activities to meet those needs.

NELINET (New England Library Information Network)

Primarily functions to expand membership use of OCLC automated bibliographic services; seventy-three (73) member libraries (1977).

Nene Award

An annual, nationally recognized contest in which the children of Hawaii choose their favorite book; co-sponsored by the Office of Public Library Services, Children's Section of the Hawaii Library Association, and the Hawaii Association of School Librarians.

Network

Two or more libraries and/or other organizations engaged in a common pattern of information exchange, through communications, for some functional purpose. A network usually consists of a formal arrangement whereby materials, information, and services provided by a variety of types of libraries and/or other organizations are made available to all potential users.

NLM (National Library of Medicine)

Sponsored by the National Institute of Health, the NLM administers programs benefiting medical services and libraries nationwide and maintains a large collection of books and periodicals in the health sciences.

Node

A junction point in a network; a point where one or more functional units interconnect.

OCLC, Inc.

An automated bibliographic control system that provides its more than 1000-member libraries on-line access to both local input and MARC derived cataloging information, on-line location of materials for interlibrary loan, circulation control, retrieval by subject, and serials control.

OCR

(See Optical Character Recognition)

Off-line

Part of computer system not connected directly to the rest of the system.

On-line

The connection of a distant user terminal to a central computer through a continuing communication hook-up.

On-Line Retrieval Services

Retrieval services involving direct interactive communication between the user at a terminal and the computer programmed to provide access to one or more data bases.

Operations Research

The quantitative study of operations in action, in order to determine which means of operation will be most efficient. Differs from Systems Analysis (although it is sometimes considered to include it), which is more concerned with not-yet-operating systems.

Optical Character Recognition (OCR)

The capability of a machine to scan a printed letter of the alphabet and discern which one it is.

ORBIT

A commercial on-line bibliographic data retrieval system offering forty-four (44) data bases (5/3/78) with information on periodical articles, monographs, and other research documents in various subject fields.

Output Data

The data transferred from a computer data base to external storage or peripheral equipment such as a terminal following a request for calculations or information retrieval.

Outreach Programs

The extension of library services and resources to the community, beyond the walls of the library building. This may be service to an identified user group, such as the physically handicapped, who do not have access to the library, or bookmobile service to non-urban dwellers.

Packet-Switching

A form of high speed data communication between geographically separate nodes in a system.

Patron

Any library user.

PEACESAT (Pan-Pacific Education and Communications Experiments Using Satellites [NASA])

Consortium of twelve countries, Hawaii, and California using satellite communications to provide courses, professional conferencing, and related educational activities throughout the Pacific region.

Periodical

A magazine or journal; a publication the issues of which appear at stated or regular intervals.

Physically Handicapped

A person who because of a physical handicap is unable to read or handle regular print material.

Pluralistic Society

Term used to indicate the existence of multiple lifestyles in a society, e.g., ethnic, religious, sexual, age related, etc.

PNBC (Pacific Northwest Bibliographic Center)

A coordinating agency through which libraries of all types in a geographic region composed of Alaska, British Columbia, Idaho, Montana, Oregon, and Washington share their resources through interlibrary loan.

Portapak

A portable video camera.

Private Sector

Organizations not directly tax supported. Includes organizations outside of government such as profit-making companies and not-for profit institutions which produce, process, store, or disseminate information.

Programming Language

A special language supplied by a computer manufacturer for writing programs that cause the computer to function according to a programmer's instructions.

PSRMLS (Pacific Southwest Regional Medical Library Service)

A network of medical libraries providing interlibrary loan services through the Biomedical Library at the University of California at Los Angeles (UCLA).

Public Library

A library receiving direct public funding that is administered to serve the information needs of the general public.

Public Sector

Organizations directly tax supported.

Publisher

A person, firm, or corporate body undertaking responsibility for the issuance of a book or other print or non-print matter.

Reader-Printer

A projection device capable of making enlarged photocopies of a microform by an automatic process.

Reading Levels

Children's books written for a standard elementary grade level, or for a reading skill equivalent to that grade level, regardless of the child's school placement. Also called Graded Reading.

Record

A logical subdivision of a file, identical in format, but differing in content from other records. In a catalog file, the bibliographic entry for each book would constitute a record.

Reference Services

The provision of professional user assistance in a library. Such services may include data searching (manual and automatic), explanation of complex reference sources, compilation of bibliographies, provision of research guidance, and similar activities.

Regional Resource Center

An institution especially chartered to provide a common service to a cooperative of libraries in differing political jurisdictions.

Research Library

A library serving technical, professional, or academic users which contains nearly all of the materials needed to satisfy their library information needs.

Resource File

An organized, cross-indexed file of community services and programs in an area, updated and modified on a continuing basis.

Resource Library

Primarily a reference facility which circulates its materials to other libraries within a system to serve the needs of technical, professional, and specialized users.

School Librarian

A librarian with education and library training who administers a school library, integrating its collection with the overall curricula and goals of the school.

School Library

An administered center of books and other materials which supports the teaching/learning process of the school.

SDI (Selective Dissemination of Information)

Computer selection and distribution of information to specific individuals based on their prestated subject interests.

Serial

A publication issued in successive parts, and, generally, intended to be continued indefinitely.

Software

The intellectual instructions--such as a computer program--which govern machine operations.

SOLINET (Southeastern Library Network)

Includes about 120 non-profit academic, public, special, and state libraries in ten southeastern states; provides member libraries access to computerized bibliographic data systems.

Special Library

A library providing information services to a specialized user group, e.g., business, medical, and law libraries.

State Library Agency

The official agency of a state charged by law with the extension and development of public library services throughout the state. This agency administers Library Services and Construction Act programs and is generally responsible for statewide planning and coordination of cooperative library and information services. Hawaii's state library agency is the Office of Library Services.

Story Hours

The primary and most popular programs of the children's services sections in public libraries; often a child's first introduction to the world of books.

Storytelling

A folk art, among the oldest traditions of all cultures. Because it conveys the rewards of reading, and thereby, of learning, storytelling serves as a valuable educational technique.

System

An organization of people, machines, material resources, and procedures, designed to accomplish a given purpose or set of purposes. A system may exist within a library or information activity, or it may exist when two or more library or information activities agree to participate in a common service program utilizing their resources cooperatively.

Talking Books

Recordings of books being read aloud. Such recordings are provided for blind persons by libraries.

Teacher-Librarian

A school librarian who is assigned part-time to both classroom and school library.

Telecommunication

The exchange of information by electrical transmission.

Telenet

A public data transmission network regulated by the Federal Communications Commission which provides telecommunication and other services to its subscribers.

TELEX

The Teletypewriter Exchange Service of Western Union, whereby subscribers may transmit and receive messages sent via telephone wires between TELEX stations.

Terminal

A remote communications hookup to a computer, usually consisting of a keyboard and a teleprinter or a CRT, that may be used for either input or output.

TESL (Teaching English as a Second Language)

TESOL (Teaching English to Speakers of Other Languages)

Textbook

A book selected by authorities as the approved title for the formal study of a particular subject in a particular grade.

Thesaurus

A dictionary of subject descriptors or keywords used in retrieving information from a computer data base.

Time-Sharing

Use of a central computer by many individuals in different locations at the same time.

Tymnet

A public data transmission network regulated by the Federal Communications Commission which provides telecommunication and other services to its subscribers.

Union Catalog

A catalog listing the holdings of two or more libraries, generally established through cooperative effort; used especially for inter-library loans.

User

Any person who uses a library.

Vendor

A commercial or institutional distributor of products, e.g., a book wholesaler or an owner of a computer data base to which a library may subscribe.

Vernacular Material

Works expressed or written in the native languages of a place.

Videodisc

A recording medium which may be used to store data in a computer memory.

VTR (Video Tape Recording)

An electronically reproduced visual image usually accompanied by synchronized sound which can be linked with one or more television receivers.

WLN (Washington Library Network)

Coordinates resource sharing, shared acquisitions and shared cataloging operations among all types of libraries in the State of Washington.

WATS (Wide Area Telephone Service)

Permits a subscriber, by use of a leased access line, to make telephone calls in a specific zone for a flat monthly charge.

Young Adult Librarian

A librarian with academic training assigned to work with young adults in a public library; responsible for selecting books and other library materials which respond to teenagers' interests.

Youth (Young Adult)

Persons between fourteen (14) and twenty-four (24) years of age, but generally those in school between grade nine (9) and college.